

CITY OF HAYWARD

CITY ATTORNEY (Unclassified)

DEFINITION

To act as legal advisor to and counsel for the City Council, Mayor, City Manager and City Departments; and to represent the City in litigations.

SUPERVISION RECEIVED AND EXERCISED

Policy direction is provided by the City Council.

Responsibilities include direction and supervision over professional and clerical staff assigned to the City Attorney's Office.

EXAMPLES OF DUTIES – Duties may include, but are not limited to the following:

Render legal opinions to the City Council, Mayor, City Manager and department heads as requested.

Analyze legislation affecting the City.

Review proposed contracts, bond and financing papers, insurance policies and other documents affecting the City.

Monitor and control liability claims and lawsuits.

Attend meetings of the City Council, Planning Commission and other boards, commissions and committees as may be required, and render legal advice on agenda items.

Prepare or review drafts and assist in the negotiation of proposed agreements; prepare or review ordinances, resolutions, deeds, pleadings, contracts and other legal documents.

Appear before courts and administrative proceedings to represent the City's interest as required.

EXAMPLES OF DUTIES (continued):

Prosecute for civil remedies to enforce City ordinances, abate public nuisances, recover for damages to City property, condemn property for public purpose and other matters.

Prepare and administer the department budget.

Coordinate legal activities with other City departments and divisions, and with outside agencies.

Select, supervise, train and evaluate staff.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Organization, duties, powers, limitations, and authority of City government and the City Attorney's Office.

Legal principles and practices, including civil, criminal, constitutional, and administrative law and procedure.

Ordinances, statutes, and court decisions relating to municipal corporations.

Laws and practices with specific reference to redevelopment and community development.

Judicial procedure and rules of evidence.

Methods of legal research.

Established precedents and sources of legal reference applicable to municipal activities.

Principles and practices of public administration.

Ability to:

Communicate clearly and concisely, orally and in writing.

Ability to (continued):

Effectively plan, organize and direct the activities required of a municipal legal office.

Organize, interpret, and apply legal principles and knowledge of complex legal problems; effectively apply legal knowledge and principles in court.

Present statements of law, fact and argument clearly and logically.

Prepare and present difficult cases in court.

Conduct research on complex legal problems and prepare sound legal opinions.

Properly interpret and make decisions in accordance with laws, regulations, and policies.

Establish and maintain effective working relationships with employees, public officials, other departments and agencies, and the general public.

Select, supervise, train, and evaluate assigned staff.

Experience and Education

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of progressively responsible professional experience in municipal or other government law including some trial experience.

Education:

Equivalent to a Juris Doctor degree from an accredited law school.

License or Certificate

Membership in the State Bar of California.

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December 1980

AAP GROUP: 1

FPPC STATUS: Designated

FLSA STATUS: Exempt